7

Manual Voucher Submission

When Payments was added to the TRACS Voucher Processing system in 1997, Housing made the decision that only one voucher would be accepted per contract per month. Any adjustments required to a voucher already submitted and paid would be carried forward to subsequent vouchers. The one voucher per month model has not covered all of the cases in which owners or management agents required payments.

There have been occasions when owners or management agents were unable to successfully submit both the vouchers and the supporting certifications to TRACS in time to avoid financial distress. In these cases manual payments have been approved, and they were paid directly from LOCCS. Whenever this occurred, there was no feedback to TRACS leaving a void in the payment history for the contract in TRACS. Housing now has the requirement to provide in TRACS for the entry of manual vouchers from the Intranet and Internet. This expansion of TRACS will virtually eliminate the need for manual payments through LOCCS for regular voucher payments.

Objectives

By the end of this chapter, you will be able to:
- Create manual vouchers online and submit to HUD for review and approval, if the voucher for the contract or project was previously paid through TRACS

The TRACS Manual Voucher Submission application allows users to create manual vouchers online and submit to HUD for review and approval, if the voucher for the contract or project was previously paid through TRACS.

From the **Voucher Submission Menu** screen, click on the TRACS Menu link in the blue side bar to return to the **TRACS Main Menu.**

From the **TRACS Move-In/Move-Out Query** screen, the displays directly above the User Guide link as a visual to direct users to the user guide for assistance in using this application.

7.1   To create and submit a manual voucher:

1. From the **TRACS Main Menu**, click on the <u>Voucher Submission</u> link, and the **Voucher Submission Menu** screen (Figure 1) displays.
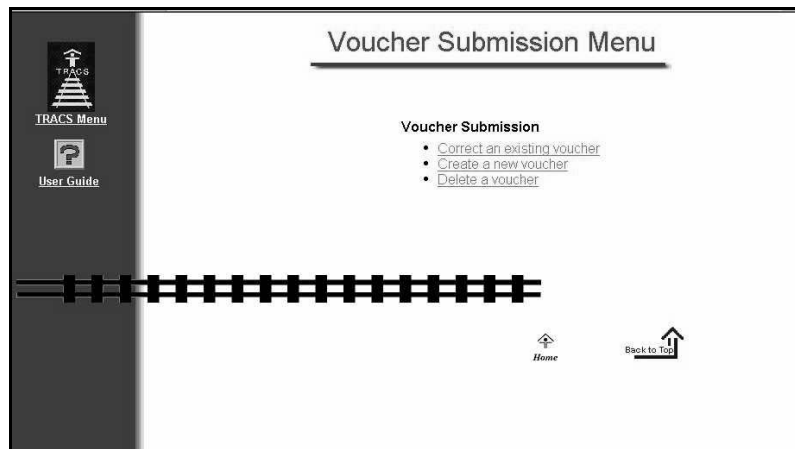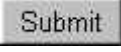

Figure 1. Voucher Submission Menu Screen

2. Select the <u>Create a new voucher</u> link, and the **Voucher Submission Query - Create a New Voucher** screen (Figure 2) displays.

Figure 2. Voucher Submission Query - Create a New Voucher Screen

3. Select *Subsidy Type* from the drop-down list:

- Section 8
- Rent Supplement
- RAP
- Section 202 PRAC

- Section 811 PRAC
- Section 202/162 PAC

4. Enter *Contract Number (*for Section 8, 202 PAC, 202 or 811 PRAC).

5. Enter *Project Number (*for Rent Supplement or RAP*).*

6. Enter *Voucher Date* (MM/YYYY).

7. Click on ![Submit], and the **Voucher Submission Summary – Create a Voucher** screen displays.

The screen automatically displays contract information entered from a previously submitted voucher. If a voucher already exists for the voucher period entered, the system will display a message stating that the voucher for the contract and the voucher period entered already exists.

The following screens (Figure 3 through Figure 6) displays views for Section 8, non-Section 8, and CA only vouchers.

When Subsidy Type is not = to Section 8, the following screen displays.

Figure 3. Voucher Submission Summary – Create a Voucher screen (1 of 2)

Figure 4. Voucher Submission Summary – Create a Voucher screen (2 of 2)

When Subsidy Type = Section 8, the following sections display.

Figure 5. Voucher Submission Summary – Create a Voucher screen - Section 8

When working with CA-administered contracts, the following section displays for CAs.

ADDITIONAL INFORMATION FOR CA-SUBMITTED VOUCHERS

* Total Regular Payment Amount Approved by CA:
* Total Adjusted Payment Amount Approved by CA:
Total Voucher Amount Approved by CA:
Amount Applied to Mortgage:
Amount Applied to Debts:
Amount Paid to Project:
Amount Released from Reserves:
* Voucher Approved Date (MM/DD/YYYY)
Amount of Correction:

Figure 6. Voucher Submission Summary – Create a Voucher screen - CAs Only

The **Voucher Submission Summary** screen is divided into sections. The top part of the screen, or header, displays information containing the *Contract Number* (for Section 8, PRAC, and PAC vouchers only)*, Project Name, Project Number, Subsidy Type,* and *Voucher Date.* The main sections of the screen represent **Contract Information**, **General Occupancy Information**, **Payment Requested**, and **Owner's Certification**.

For Section 8, the screen displays two additional sections**: Exceptions to Limitations on Admission of Lower-Income Families, for sec. 8 contracts effective on or after 10/01/1981, and Tenant Income Information, for sec. 8 contracts effective before 10/01/1981**. The *Management Agent's Name* is automatically populated when entering the *Project Number;* however, this field can be edited. If the EIN has been associated with the *Management Agent Name* and stored in the database, it will also automatically display when entering the *Project Number* or *Contract Number*. This field can also be edited.

The section that will display for CAs only is **Additional Information for CA-Submitted Vouchers.**

> ? *Note: All fields labeled with an asterisk are mandatory fields.*

Contract Information

    8. Edit *Management Agent's Name* (if applicable).

    9. Edit *Management Agent EIN Number* (if applicable).

General Occupancy Information

> ? *Note:* Total Number of Units *is displayed on the screen as a non-editable field.*

    10. Enter *Number of Units Receiving Subsidy Under Contract.*

    11. Enter *Number of Units Vacant Under Contract.*

12. Enter *Number Of Units Occupied by Market Rent Tenants.*

Payment Requested

> ✎ *Note: Number of Units in Billing automatically display after entering General Occupancy information.*

13. Enter *Regular Tenant Assistance Payment Amount Requested.*

14. Enter *Adjustments to Regular Tenant Assistance Payments-Number Of Units in Billing.*

15. Enter *Amount Requested.*

> ✎ *Note:* Total Payment Requested *Amount is automatically calculated by the system and displays on the screen.*

Exceptions to Limitations on Admission of Lower-Income Families (Only for Sec. 8 contracts effective on or after 10/01/1981) (*displays for Section 8 only)*

16. Enter *Project-Based Exceptions In Use.*

17. Enter *Project-Based Exceptions Allocated.*

18. Enter *Tenant-Based Exceptions In Use.*

> ✎ *Note:* Total Exceptions *is automatically calculated by the system and displays on the screen.*

19. Enter *Date Field Office Last Changed Allocations for Project-Based Exceptions (mm/dd/yyyy).*

Tenant Income Information (Only for Sec. 8 contracts effective before 10/1/1981) (*displays for Section 8 only)*

20. Enter *Number of Units Leased to Low Income Families who began receiving Sec. 8 on or after 08/01/1984; and were not very low income at the time they began to receive Sec. 8.*

Additional Information For CA-Submitted Vouchers (*displays for CAs only*)

21. Enter *Total Adjusted Payment Amount Approved by CA.*

22. Enter *Amount Applied to Mortgage.*

23. Enter *Amount Applied to Debts.*

24. Enter *Amount Paid to Project.*

25. Enter *Amount Released from Reserves.*

26. Enter *Voucher Approved Date (mm/dd/yyyy).*
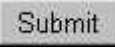
27. Enter *Amount of Correction.*

Owner's Certification

28. Enter *Owner Signed Name.*

29. Enter *Owner Signed Title.*

30. Enter *Owner Signed Date.*

31. Enter *Owner Signed Phone Number*.

32. Click on Submit , and the "*Voucher creation was successful"* screen displays.

    OR

    Click on Return to Voucher Submission Query to return to the **Voucher Submission Query** screen.

? *Note: Clicking on* Return to Voucher Submission Query *cancels the transaction and does not save the data.*

The TRACS Manual Voucher Submission application allows users to view and edit existing manual vouchers that have already been submitted through the manual voucher submission application, but have not been approved.

7.2   To correct manual vouchers:

1. From the **TRACS Main Menu**, click on the Voucher Submission link, and the **Voucher Submission Menu** screen (Figure 7) displays.
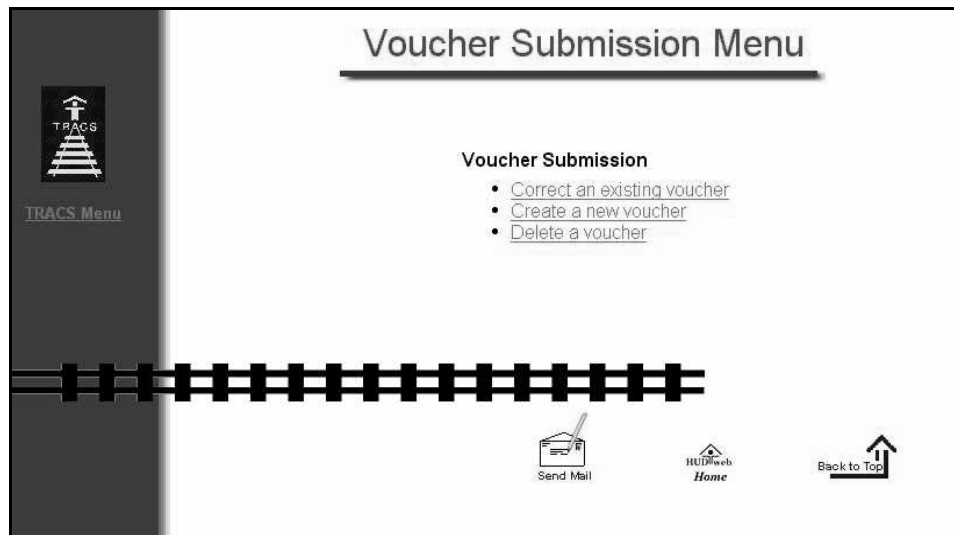
Figure 7. Voucher Submission Menu Screen

2. Select the Correct an existing voucher link, and the **Voucher Submission Query – Correct an existing voucher** screen (Figure 8) displays.

Figure 8. Voucher Submission Query – Correct an existing voucher Screen

3. Select *Subsidy Type* from the drop-down list:

- Section 8
- Rent Supplement
- RAP
- Section 202 PRAC
- Section 811 PRAC
- Section 202/162 PAC

4. Enter *Contract Number (*for Section 8, 202 PAC, 202 or 811 PRAC).

5. Enter *Project Number (*for Rent Supplement or RAP)*.

6. Enter *Voucher Date* (MM/YYYY).

7. Click on **Submit**, and the **Voucher Submission Summary – Correct Existing Voucher** screen displays.

The screen displays information previously entered when the voucher was originally submitted through the Manual Voucher Submission application. The following screens (Figure 9 through Figure 12) display Section 8, non-Section 8 and CAs Only views.

? *Note: This function may not be used to correct vouchers submitted by batch process.*

If the voucher has been submitted and approved, the screen displays a message stating that the voucher for the month entered has been approved for payment and cannot be corrected. If the voucher cannot be found based on search criteria submitted, the system displays a message stating the voucher was not found.

When Subsidy Type is not = to Section 8, the following screen displays.

Voucher Submission Summary

Correct Existing Voucher

Contract Number: TT00T000001
Project Name: TEST MGMT
Project Number: 99999999
Subsidy Type: Section 8
Voucher ID: 0112008864
Voucher Date: 12/01/2001

CONTRACT INFORMATION

Management Agent Name: TIME MGMT

Management Agent EIN Number:

CA ID: TT999

GENERAL OCCUPANCY INFORMATION
(Contract Specific)

Total Units in Contract: 37

* Number of Units Receiving Subsidy Under Contract: 20

Number of Units Vacant Under Contract: 0

Number of Units Occupied By Market Rent Tenants: 0

Figure 9. Voucher Submission Summary - Correct a voucher Screen (1 of 2)

Figure 10. Voucher Submission Summary - Correct a voucher Screen (2 of 2)

When Subsidy Type = Section 8, the following sections display.

Figure 11. Voucher Submission Summary - Correct a voucher Screen – Section 8

When working with CA-administered contracts, the following section displays for CAs.

Figure 12. Voucher Submission Summary - Correct a voucher Screen – For CAs Only

The **Voucher Submission Summary** screen is divided into sections. The top part of the screen, or header, displays information containing the *Contract Number* (for Section 8, PRAC, and PAC vouchers only)*, Project Name, Project Number, Subsidy Type,* and *Voucher Date.* The main sections of the screen represent **Contract Information**, **General Occupancy Information**, **Payment Requested**, and **Owner's Certification**.

For Section 8, the screen displays two additional sections: **Exceptions to Limitations on Admission of Lower-Income Families, for sec. 8 contracts effective on or after 10/01/1981, and Tenant Income Information, for sec. 8 contracts effective before 10/01/1981**. The *Management Agent's Name* is automatically populated when entering the *Project Number;* however, this field can be edited, if applicable. If the EIN has been associated with the *Management Agent Name* and stored in the database, it will also automatically display when entering the *Project Number* or *Contract Number*. This field can also be edited, if applicable.

The section that will display for CAs only is **Additional Information for CA-Submitted Vouchers.**

All fields are available for editing. You may edit one field or many fields, as necessary.

Contract Information

> ? *Note: All fields labeled with an asterisk are mandatory fields.*

8. Edit *Management Agent's Name,* if applicable.
9. Edit *Management Agent EIN Number*, if applicable.

General Occupancy Information

> ? *Note:* Total Number of Units *is displayed on the screen as a non-editable field.*

10. Edit *Number of Units Receiving Subsidy Under Contract.*

11. Edit *Number of Units Vacant Under Contract.*

12. Edit *Number Of Units Occupied by Market Rent Tenants.*

Payment Requested

> ? *Note: Number of Units in Billing for Regular Tenant Assistance Payments for the voucher date entered will be automatically displayed after entering General Occupancy information.*

13. Edit *Regular Tenant Assistance Payment Amount Requested.*

14. Edit *Adjustments to Regular Tenant Assistance Payments-Number Of Units in Billing.*

15. Edit *Amount Requested.*

> ? *Note:* Total Payment Requested *Amount is automatically calculated by the system and displays on the screen.*

Exceptions to Limitations on Admission of Lower-Income Families (Only for Sec. 8 contracts effective on or after 10/01/1981) (*displays for Section 8 only)*

16. Edit *Project-Based Exceptions In Use.*

17. Edit *Project-Based Exceptions Allocated.*

18. Edit *Tenant-Based Exceptions In Use.*

> ? *Note:* Total Exceptions *is automatically calculated by the system and displays on the screen.*

19. Edit *Date Field Office Last Changed Allocations for Project-Based Exceptions (mm/dd/yyyy).*

Tenant Income Information (Only for Sec. 8 contracts effective before 10/1/1981) (*displays for Section 8 only)*

20. Edit *Number of Units Leased to Low Income Families who began receiving Sec. 8 on or after 08/01/1984; and were not very low income at the time they began to receive Sec. 8.*
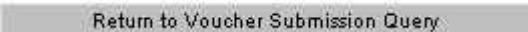
Additional Information For CA-Submitted Vouchers (*displays for CAs only)*

21. Edit *Total Adjusted Payment Amount Approved by CA.*

22. Edit *Amount Applied to Mortgage.*

23. Edit *Amount Applied to Debts.*

24. Edit *Amount Paid to Project.*

25. Edit *Amount Released from Reserves.*

26. Edit *Voucher Approved Date (mm/dd/yyyy).*

27. Edit *Amount of Correction.*

Owner's Certification

28. Edit *Owner Signed Name.*
29. Edit *Owner Signed Title.*
30. Edit *Owner Signed Date.*
31. Edit *Owner Signed Phone Number.*
32. Click on [Submit], and the *"Voucher correction was successful"* screen
    displays.
    OR

    Click on [Return to Voucher Submission Query] to return to the **Voucher
    Submission Query** screen.

? *Note: Clicking on* [Return to Voucher Submission Query] *cancels the transaction
and does not save the corrections.*

The TRACS Manual Voucher Submission application allows users to delete manual
vouchers online. A voucher can only be deleted if it was submitted through the Manual
Voucher Submission application, and has not been approved. In addition, the voucher
must be deleted before TRACS nightly process sends the information to LOCCS for
payment.

7.3   To delete a manual voucher:

1. From the **TRACS Main Menu**, click on the Voucher Submission link, and the
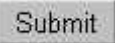   **Voucher Submission Menu** screen (Figure 13) displays.
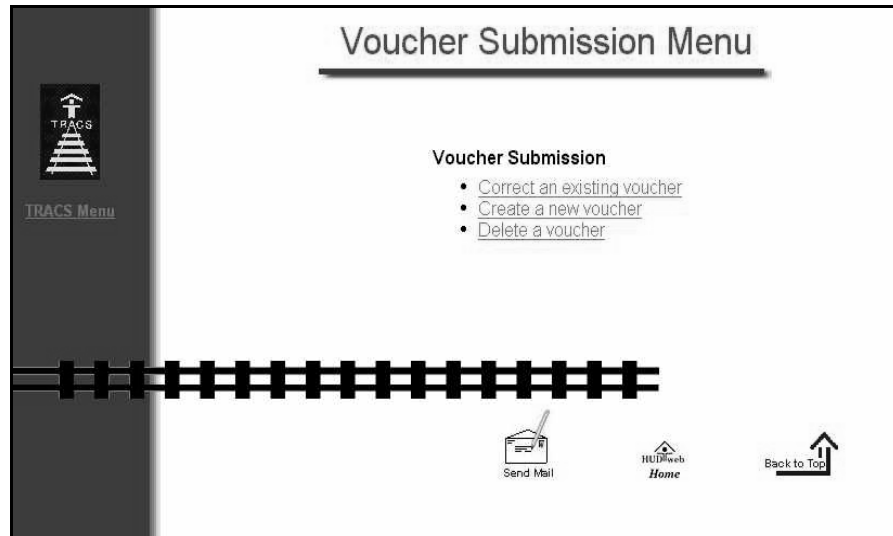
Figure 13. Voucher Submission Menu screen

2. From the **Voucher Submission Menu**, select the <u>Delete a voucher</u> link, and the **Voucher Submission Query - Delete a voucher** screen (Figure 14) displays.

Figure 14. Voucher Submission Query - Delete a voucher Screen

3. Select *Subsidy Type* from the drop-down list:

    - Section 8
    - Rent Supplement
    - RAP
    - Section 202 PRAC
    - Section 811 PRAC

- Section 202/162 PRAC

4. Enter *Contract Number (*for Section 8, 202 PAC, 202 or 811 PRAC).

5. Enter *Project Number (*for Rent Supplement or RAP*)*.

6. Enter *Voucher Date* (MM/YYYY).

7. Click on [Submit], and either the Section 8, non-Section 8 or CA only **Voucher Submission Summary - Delete a Voucher** screen (Figure 15 through Figure 18) displays.

Figure 15. Voucher Submission Summary - Delete a Voucher screen (1 of 2)

Figure 16. Voucher Submission Summary - Delete a Voucher screen (2 of 2)

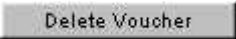## For Section 8, the following sections display.

Figure 17. Voucher Submission Summary - Delete a Voucher Screen – Section 8

For CA-administered contracts, the following section will display for CAs only.

Figure 18. Voucher Submission Summary - Delete a Voucher Screen – CAs Only

The **Voucher Submission Summary – Delete a voucher** screen displays the voucher with previously entered information. If the voucher retrieved has already been approved, the system will display a message stating that the voucher for the month entered has been approved for payment, and cannot be deleted. If the voucher was submitted through the batch process, the system will display a message stating that the voucher submitted through batch process cannot be retrieved using this function. If there is no voucher found for the search criteria enter, the system will display a message stating that the voucher was not found.

8. Click on ⬚ Delete Voucher ⬚, and the *"Voucher Deletion was successful"* message displays.

   OR

   Click on ⬚ Return to Voucher Submission Query ⬚ to enter different search criteria.